

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 73 (REV. 6-91)

10/24/93

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT
428 J Street, Suite 390
Sacramento, CA 95814 (or IMS C-40)

(916) 445-2294 or ATSS 8-485-2294

NEW SCHEDULE INFORMATION (If applicable)	(6) SCHEDULE NUMBER	(5) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	010-4	8/6/93	7		1049
PREVIOUS SCHEDULE INFORMATION (If applicable)	010-1/3 001-1/11	87-112 86-168, 200, 191, 197	4/28/86		

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE: John C. Oliver (14) TITLE: Chief MSD (15) DATE SIGNED: 9-10-92
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE: Helen C. Oliver (17) TITLE: Records Management Coordinator
(18) NAME (Printed or Typed) Helen C. Oliver (19) TELEPHONE: 326-3012 (20) DATE SIGNED: 9/14/92

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE OF COM. CONSULTANT: John Xera (22) APPROVAL NUMBER: 94-049

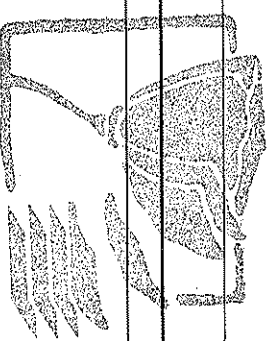
(23) TITLE: Information Management Consultant (24) DATE SIGNED: 1-13-94

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE: John F. Burns (28) DATE SIGNED: FEB. 23 1994

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**See instructions on reverse
and in SAM 1600**

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 010-4	DATE (3) 12/14/93
ORGANIZATIONAL UNIT Member Services Division	PAGE 1	OF 7 PAGES (4)
ADDRESS (Number) 400 P Street Sacramento City	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple space between Items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			The mission of the Member Services Division is to determine eligibility for PERS membership, proper membership category and retirement formula coverage, proper payroll reporting of member compensation, status of Social Security and survivor coverage, and eligibility for reciprocity with other retirement systems.								
			To maintain accurate information for active and inactive members of the PERS retirement programs, including maintenance of employment history as it relates to retirement system membership.								
			To provide full and timely cost information and election processing for members wishing to increase their service credit by redepositing previously-withdrawn member contributions, paying contributions for specified prior employment or public service/educational leave periods, or having adjustments and corrections made to existing service credit and contribution levels as provided by law.								
			To maintain individual member accounts and accurate service, contribution, and interest earnings data, and to maintain individual non-member accounts when required by marriage dissolutions or other program necessities.								
			To establish reporting criteria, control, and validation of payroll reporting of member retirement contributions.								
			To provide accurate and timely information to members and employers regarding membership and/or account status.								

*Provide total of office and departmental

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ORGANIZATIONAL UNIT Member Services Division		PAGE 2	OF 7 PAGES (4)
ADDRESS (Number 400 P Street Sacramento City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	30		MEMBER RECORDS/FILES (CASE MATERIALS)	P		ACT.			ACT.	I/X	ACTIVE UNTIL CASE COMPLETED, THEN RETURNED TO CENTRAL RECORDS. DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34. (TECHNICAL SERVICES UNIT)
2	1		PUBLIC AGENCY CATEGORY CARDS	P		10			10		(TECHNICAL SERVICES UNIT) <i>RETENTION Authority - MANAGER'S DECISION.</i>
3	1		WORKLOAD CONTROL REGISTER CARDS	P		ACT. +1			ACT. +1		ACTIVE UNTIL CASE IS COMPLETED. (TECHNICAL SERVICES UNIT)
4	7	Hold / No Archiving	CORRESPONDENCE FILES: NOTICE OF CHANGE FORMS (MEM-155) ADVISING EMPLOYERS TO MAKE DATA CORRECTIONS; OUTGOING REQUESTS TO MEMBERS OR EMPLOYERS FOR INFO.	P		1			1	I/X	DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34. AFTER ONE YEAR MICROFILM (ITEM # THEN DESTROY ORIGINALS. (TECHNICAL SERVICES UNIT)
5	12		MICROFILM	D		PERM 20	20		PERM 20	I/X	MEM-155 - NOTICE OF CHANGE PERM BECAUSE ONLY RECORD AVAILABLE 1984 TO 1991. RETENTION AUTHORITY: MANAGERS DECISION. STATE SECOND-TIER BALLOTS: 1984 ORIGINAL TWO-TIER ELECTION. DISCLOSURE AUTHORITY GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34.
						20			20	I/X	STATE FIRST TIER BALLOTS: 1984 ORIGINAL TWO-TIER ELECTION. DISCLOSURE AUTHORITY GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34.
						20			20	I/X	STATE SECOND-TIER BALLOTS: 1985 TO 1987 ANNUAL TWO-TIER ELECTION 1984 TO 1990. DISCLOSURE AUTHORITY GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34.
											SURVIVOR BENEFIT & OASDI ELECTION CARDS STATE 1ST & 2ND TIER ELECTION BALLOTS (ADM-106, MEM-106) ANNUAL TWO TIER ELECTION DOCUMENTS DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34. (TECHNICAL SERVICES UNIT)

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ORGANIZATIONAL UNIT Member Services Division		PAGE 3	OF 7 PAGES (4)
ADDRESS (Number 400 P Street Sacramento City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6	12 7 79		CHAINDEX: TERMINATED/DECEASED MBRS NON-MEMBERS MAIN FILE CHAINDEX	P	X	PERM			PERM	I/X	PERM BECAUSE: ONLY EXISTING SOURCE FOR THIS MEMBER DATA. DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1 AND CC SEC 1798.34. RETENTION AUTHORITY: MANAGERS DECISION. (TECHNICAL SERVICES UNIT) <i>Stored in Kardex Files</i>
7		Hold / Ready Archives	LEGISLATION: CURRENT - LEGISLATION WITH IMPACT ON PERS HISTORICAL - LEGISLATION WITH IMPACT ON MEMBERSHIP DIVISION	P		ACT. +1			ACT. +1		ACTIVE DURING THE CURRENT 2 YEAR LEGISLATIVE SESSION (TECHNICAL SERVICES UNIT)
		Hold / Ready Archives		P		PERM			PERM		PERM BECAUSE PROVIDES LEGISLATIVE ANALYSES WHICH ESTABLISH DIVISION POLICY AND PROCEDURES. USED ALSO FOR HISTORICAL REFERENCE.
8	10	Hold / Ready Archives	FILES, EXECUTIVE: POLICY MEMOS FROM EXECUTIVE AFFECTING MEMBERSHIP; LETTERS/MEMOS WRITTEN BY MEMBERSHIP STAFF FOR EXEC. SIGNATURE	P		20			20		RETENTION AUTHORITY: MANAGERS DECISION. (DIVISION MANAGEMENT UNIT)
9	58		MICROFICHE	D		PERM			PERM	I/X	DESCRIPTION OF RECORDS: - STATE PAYROLLS; SPB RECORDS (1973-74); ANNUAL FISCAL YEAR TRANSCRIPTS (FY 81-82-CURRENT); PRE-1962 STATE PERSONNEL BOARD RECORDS: STATE CONTROLLER RECORDS (1981-CURRENT); TRANSCRIPTS; DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1, AND CC SEC 1798.34. PERM BECAUSE: THESE ARE THE ONLY PAYROLL RECORDS EXISTING. NEEDED FOR READY-ACCESS REFERENCE. NEVER PURGED. RETENTION AUTHORITY: MANAGERS DECISION. (SERVICE CREDIT UNIT)

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10	78		MICROFILM	D		PERM			PERM	I/X	DESCRIPTION OF RECORDS: STATE PAYROLLS (1932-80) PUBLIC AGENCY PAYROLLS (1941-80) SPB RECORDS (1960-74) ANNUAL FISCAL YEAR TRANSCRIPTS (1950- 59) ANNUAL FISCAL YEAR TRANSCRIPTS (STATE ONLY) (1964-66) MEMBER ACCOUNT CARDS (1932-1950) DISCLOSURE AUTHORITY: GC SECS 6254(C) AND 20134, 20134.1, AND CC SEC 1798.34. PERM BECAUSE: THESE ARE THE ONLY PAYROLL RECORDS EXISTING NEEDED FOR READY-ACCESS REFERENCE. NEVER PURGED. RETENTION AUTHORITY: MANAGERS DECISION. (SERVICE CREDIT UNIT)
11	120		MEMBER FILES - CASES IN PROCESS	P		ACT.			ACT.	I/X	ACTIVE UNTIL CASE IS COMPLETED, THEN RETURNED TO CENTRAL RECORDS. DISCLOSURE AUTHORITY: GC SECS 6254(C), 20134, 20134.1 AND CC SEC 1798.34. (SERVICE CREDIT UNIT)
12	6		HISTORICAL WORKLOAD STATISTICS	P		10			10		RETENTION AUTHORITY: MANAGERS DECISION. (SERVICE CREDIT UNIT)
13	1		EDP LISTINGS: TRANSACTION GENERATOR WARNING MESSAGES (MBR024F); ADJUSTMENT WARNING MESSAGES (MBR024G); ADJUSTMENT/SERVICE CREDIT WARNING MESSAGES (MBR024H); OPTIONAL MEMBER WARNING MESSAGES (MBR024I); OPTIONAL MEMBER WARNING MESSAGE (MBR024I); SAFETY TRANSFER WARNING MESSAGES (MBR024J).	P		ACT.			ACT.	I/X	ACTIVE FOR 2 CALENDAR MONTHS, THEN DESTROYED. DISCLOSURE AUTHORITY: GC SECS 6254(C), 20134, 20134.1 AND CC SEC 1798.34. (SERVICE CREDIT UNIT)

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14	2		MICROFICHE - COM	D		15			15	I/X	ALL COM APPLICATIONS: MBRO21 - AUDIT REGISTERS; PAY022 - ACTIVE MEMBER PAYLISTS; EPR030A - PUBLIC AGENCY CONTRACT STATUS; EPR913A - PUBLIC AGENCY ALPHA LIST; 00038 - SCO DEDUCTION REGISTERS; MBRO40 - MEMBER DATA BASE PURGE; P41224 - MEMBER COUNTS; P3016 - MEMBER TRANSCRIPTS; PE028 - CONTRACT STATUS; PE041 - PUBLIC AGENCY LISTING; PE055 - CORRECTION AUDIT TRAIL DISCLOSURE AUTHORITY: GC SECS. 6254(C), 20134, 20134.1 AND CC SEC 1798.34. RETENTION AUTHORITY: MANAGERS DECISION. (OPERATIONS SUPPORT & ANALYSIS UNIT)
15	1		ELECTRONIC DATA PROCESSING (EDP) LOG BOOKS: MICROFILM DELIVERY VERIFICATION, COMPUTER RUN ERROR LOG, MICROFICHE DELIVERY LOG, TRANSCRIPT BATCHING LOG, DATA DICTIONARY UPDATE LOG, STATE/PUBLIC AGENCY RUN SORTING LOG, ADJUSTMENT RUN SORTING LOG	P		ACT. +2			ACT. +2		ACTIVE FOR 2 CALENDAR MONTHS, THEN DESTROYED. (OPERATIONS SUPPORT & ANALYSIS UNIT)
16	3		STATISTICAL DATA: MONTHLY WORKLOAD ACTIVITY REPORTS, DIVISION BUDGET MATERIALS, PERS MEMBER COUNTS	P		10			10		RETENTION AUTHORITY: MANAGERS DECISION. (OPERATIONS SUPPORT & ANALYSIS UNIT)
17	4		PERS ACC-43, PAYROLL LOGS	P		2			2		(OPERATIONS SUPPORT & ANALYSIS UNIT)
18	5		PERS ACC-626, SUMMARY REPORTS: SUMMARY OF MEMBER EARNINGS AND CONTRIBUTIONS, EMPLOYER CONTRIBUTIONS	P		4			4		(OPERATIONS SUPPORT & ANALYSIS UNIT)
19	25		MISCELLANEOUS EDP JOBS	P		3			3		(OPERATIONS SUPPORT & ANALYSIS UNIT)
20	1		MICROFILM	D		3			3		CONTRIBUTION REPORTING SYSTEM SUMMARY AND SUMMARY CORRECTION DOCUMENTS. PAYROLL REPORTS FROM ITEM #4. (OPERATIONS SUPPORT & ANALYSIS UNIT)

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21	53		PAYROLL TAPES AND DISKETTES	M		ACT.			ACT.		ACTIVE UNTIL DATA UPDATED ON MEMBER RECORDS, THEN RETURNED TO CONTRACTING AGENCIES. (INFORMATION PROCESSING UNIT)
22	4		PAYROLL LOG (ACC-43)	P		2			2		(INFORMATION PROCESSING UNIT)
23	5	Hold / Ready Archives	SUMMARY REPORTS (ACC-626): SUMMARY OF MEMBER EARNINGS AND CONTRIBUTIONS AND EMPLOYER CONTRIBUTIONS.	P		4			4		(INFORMATION PROCESSING UNIT)
24	25		MISCELLANEOUS EDP JOBS	C		3			3		(INFORMATION PROCESSING UNIT)
25	1		MICROFILM	D		3			3		CONTRIBUTION REPORTING SYSTEM SUMMARY AND SUMMARY CORRECTION DOCUMENTS (INFORMATION PROCESSING UNIT)
26	1		MICROFICHE-COM	D		3			3		COM: PE028-CONTRACT STATUS; PE041-PUBLIC AGENCY LISTING; PE055-CORRECTION AUDIT TRAIL (INFORMATION PROCESSING UNIT)
27	21		MICROFICHE-COM	D		ACT.			ACT.		COM APPLICATION: PE058 THRU PE060-ACTIVE PAY (PUBLIC AGENCIES) CURRENT UNTIL REVISED/OBSOLETE. (PAYROLL AUDITS UNIT)
28	4		EDP LISTINGS: CRE100A-DISCREPANCY EXTRCT; CRE200C-PAYROLL UNKNOWNNS; CRE200Z-RECORDS PROCESSED; CRU200A-EXTRCT ACTIVITY LOG; CRM100B-PRIOR/CURRENT EMPLOYERS PROCESSED	C		2			2		(PAYROLL AUDITS UNIT)
29	3		PAYROLL PROBLEM LISTINGS	P		1			1		(PAYROLL AUDITS UNIT)

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